

# **Superior Court of California – County of Placer**

## **Job Announcement & Supplemental Examination**

POSITION: Family Court Services Director (Full-time – FLSA Exempt Position)  
RECRUITMENT NUMBER: **15-02**  
FINAL FILING DATE: Continuous Until Filled  
SALARY: **Starting Salary:** - Step A \$37.72 per hour - \$6,538.13 per month  
WORK LOCATION: Santucci Justice Center, Roseville, CA

### **DEFINITION**

Under general direction of the Court Executive Officer or Assistant Court Executive Officer, the Family Court Services Director plans, administers, and manages the functions and operations of the Family Court Services Division including overall responsibility for supervising court staff and/or other contract professional level mediators. This is a management, exempt, at-will position.

**ESSENTIAL FUNCTIONS:** When assigned, all of the essential duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and tasks that may be assigned. The court reserves the right to assign or reassign duties as required to achieve business and operational objectives. Essential functions and tasks may include, but are not limited to the following:

- Oversees the court's Child Custody Recommending Counseling and Evaluations in compliance with statute and the Rules of Court.
- Performs supervisory duties, including hiring and training of court staff in the Family Court Services Division, overall responsibility for assigning work, conducting performance evaluations, participating in disciplinary actions and resolving employee grievances. Participates in employee selection and provides direction and training for work-related procedures.
- Oversee and manage contracts with Child Custody Recommending Counselors and Evaluators. Including authorizing work to be performed under the contracts, reviewing and evaluating services delivered for quality and consistency; provides clinical supervision and consultation with child custody recommending counselors and evaluators, and ensures contractors maintain compliance with all mandatory training requirements pursuant to Rules of Court 5.210, 5.225 and 5.230.
- Assist in development of and implement policies, procedures and rules for handling cases in accordance with statutory mandates, state and local Rules of Court.
- May conduct evaluations and mediations in Family Court matters pursuant to Family Code Sections 1815, 3110, and 3160-3185; to investigate child custody and visitation disputes; to prepare written reports, evaluations and recommendations for the court.
- Interviewing parents, children, extended families, collateral sources and various agencies to develop appropriate child custody and visitation recommendations for the court.
- Prepare and organize investigative data and evidence and make recommendations to the court regarding custodial and visitation arrangements in the best interest of the child.
- Testify in court as needed.
- Interact and provide consultation with family law judges, community resources and other court staff.
- Organize, plan, and/or conduct parent orientation and education classes pertaining to child custody matters.
- Attend staff meetings and educational seminars to enhance professional counseling skills.
- Develop program plans and prepare grant applications.
- Serves on committees, related work groups, and attends meetings to provide support for bench and community activities.
- Gathers and maintains statistical data for monthly, annual, and ad hoc reporting activities.

**Knowledge of:**

- Principles and practices of employee supervision and management;
- California Court System;
- Procedures used in Family Law cases;
- Mediation and negotiation theories and techniques;
- Individual and family counseling techniques;
- Adult psychopathology and the psychology of families;
- Public and private community resources and referral agencies;
- Child development, child abuse, clinical issues, relating to children, the effects of divorce on children, the effects of domestic violence on children, and child custody research sufficient to enable a counselor to assess the mental health needs of children;
- Principles of grant application and management; public agency budgeting.
- Cultural diversity issues;
- Ethical standards which promote fairness;
- Written and oral communication standards, including correct usage of grammar, spelling and punctuation.

**Skills and Abilities to:**

- Plan, organize, administer, manage, and coordinate the functions, operations and services of Family Court Services;
- Plan, assign, supervise, review and evaluate the work of assigned professional, technical and court staff;
- Serves as an effective member of the Court management team;
- Interpret, explain, and apply a variety of codes, statutes, rules, protocols, policies, procedures, instructions and regulations related to Family Court Services functions and those of Probate guardianships;
- Understand and apply the Federal, State and local regulations and guidelines related to assigned duties;
- Develop and implement policies, procedures, protocols, and work standards;
- Analyze complex technical and administrative problems, evaluating alternatives;
- Prepare clear, concise, and accurate records and reports;
- Effectively represent the Family Court Services division in answering questions, responding to inquiries, providing assistance, and dealing with concerns from judicial officers, litigants, community organizations, other Court staff, government agencies, and the general public;
- Communicate effectively orally and in writing;
- Establish and maintain cooperative working relationships;
- Operate a personal computer, or similar device, and related software;
- Prioritize work and workload within department to meet deadlines;
- Expected to adhere to all court policies and procedures and perform duties in a professional, courteous and cooperative manner at all times.

**Experience and Education**

As required by Family Code §1815 and Rules of Court §5.2.10, 5.225 and 5.230 applicants for position must have the following minimum qualifications:

**Education:** A Master's degree in psychology, social work, marriage, family and child counseling, or other behavioral science substantially related to marriage and family interpersonal relationships.

**Experience:** Four (4) years of experience in counseling or psychotherapy, or both, preferably in a setting related to the areas of responsibility of Family Court Services, which directly demonstrates the possession and application of the knowledge and abilities required for this position. At least two (2) of these years shall have been in supervision and/or management preferably in an area related to Family Court Services.

**Desirable Qualifications:** Bilingual skills.

**Other Requirements:** Possession of one of the following professional licenses from the State of California for: Marriage Child and Family Therapist, Licensed Clinical Social Worker and Clinical Psychologist.

**Driver's License:** Possession of a valid California driver's license is required or the ability to provide alternate methods of transportation that meets job requirements.

**Physical Requirements:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Strength, dexterity, and coordinate and/or ability to use a computer keyboard and read a video display terminal on a regular basis; Ability to listen to verbal requests from the public and court staff, then respond appropriately;
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 10 lbs., such as files, stacks of paper, reference books, and other materials;
- Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step-stool;
- Standing and sitting for long periods of time is periodically required.
- While performing the duties of this job, the employee is required to stand for long periods of time; walk periodically and sit for long periods of time; use hands to finger, handle, pinch, pull objects or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, data entry for long periods of time and sit for long periods of time.

Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

**Work Environment:** The work environment is generally clean, inside buildings, with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and trying conditions, with frequent deadlines and expectation to produce high quality work under limited time constraints as well as periodic contact with angry and confrontational individuals. The ability to work independently as well as closely with others is required.

**Other Requirements:**

- Possession of a valid California driver's license at the time of hiring may be required or the ability to provide alternate methods of transportation that meets job requirements. This requirement *may be reviewed* on a position basis in accordance with ADA regulations.
- Immigration Law – Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.
- Condition of Employment – Candidates selected are required to pass a fingerprint clearance by the Federal Bureaus of Investigation (FBI) and Department of Justice (DOJ).
- Drug Free Work Place – The Court is a drug-free workplace and has a comprehensive substance abuse policy.
- A detailed background and reference check will be performed on all successful applicants.
- False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

**Benefit Package:** The Superior Court of Placer County values its employees and offers the following benefits:

Vacation: Vacation accrual starting at ten (10) days per year (Increases with years of service).

Sick Leave: Twelve (12) days per year.

Holidays: Twelve to thirteen paid holidays. Twelve paid holidays and one (1) floating holiday if Court conducts an All Staff Training on Cesar Chavez Day.

Health Benefits: Three (3) Blue Shield and one (1) Kaiser Medical plans, Dental & Vision plans.

CalPERS Retirement: Specific benefit formula will be determined per California Public Employees Retirement System regulations.

Life and AD&D Insurances: Coverage of \$50,000 paid by the Court. Employees may purchase additional coverage for themselves and dependents (Voluntary).

Employees participate in Social Security, Medicare and State Disability Insurance.

Employees also have access to an employee assistance program.

CalPERS 457 deferred compensation plan (Voluntary).

Long-term disability plan is available (Voluntary).

Flexible Spending Account: Voluntary benefit for qualifying medical and/or dependent expenses.

**Recruitment Process:** Applicants are required to submit thoroughly completed and signed documents no later than the **final filing date**. The various documents listed in this job announcement are available on the Court's web site [www.placer.courts.ca.gov](http://www.placer.courts.ca.gov). Select the *Employment* tab, then *Job Announcements* tab to view the current list of job announcements. Select *Download employment forms by visiting our Human Resources forms page by clicking here* to print the various forms.

1. Placer County Superior Court Application
2. Background Check Disclosure form
3. Ethnic Self Identification form (Voluntary)
4. Supplemental Examination (Attached to job announcement)
5. Employment History form
6. Résumé (Voluntary, but a résumé can't be submitted in lieu of the application)

The Placer Superior Court application and applicable documents are available on the Court's web site or an application packet may be picked up weekdays between the hours of 8:00 a.m. and 3:00 p.m. at the front information counter located near security in the Santucci Justice Center Courthouse, 10820 Justice Center Drive, Roseville, California. Application packets can be mailed to the Placer Superior Court, Attention: Human Resources, P.O. Box 619072, Roseville, California 95661 or you may drop off your application packet at the Santucci Justice Center Courthouse, **Jury Services Department** (on the second floor). Faxed applications **will not be accepted.**

**Examination Process:** Application packets *received on or before* the final filing date will be evaluated to determine if the candidate meets the minimum qualifications and has the knowledge, skills and abilities required for the job. Applications that contain documentation that the job applicant meets the minimum requirements may be referred to a screening committee for further consideration. Candidates with the most directly related experience, education, and training may be invited to a written, performance and/or oral exam. Not all applicants will advance to this phase of the process. The 1<sup>st</sup> round of interviews is tentatively scheduled for the week of April 9, 2015.

If you need to request an accommodation in the examination/interview process, please contact Human Resource at least five (5) working days before a scheduled examination and/or interview.

**Selection Process:** Reference checks are required before an offer of employment is made. In the event the Court extends an employment offer, other requirements must be met as defined. Eligible job applicants will be notified via telephone or letter of the written and oral examination prior to scheduling. ***It is the applicant's responsibility to notify Human Resources of a change of address or telephone number.***

**The Superior Court of California, County of Placer is an Equal Opportunity Employer**

**Superior Court of California – County of Placer****SUPPLEMENTAL EXAMINATION****Position: Family Court Services Director**

This supplemental examination is part of the application process. Your responses are intended to provide additional information about your background and experience related to this position and will be used in the screening and selection process. Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluations process. The most highly qualified candidates will be selected to advance to the next step in the selection process. A resume will not be accepted as a substitute for your responses to these questions.

Briefly and concisely respond to each of the following questions. Limit your response to no more than one (1) 8 x 11 page per question.

1. Describe your education, knowledge and experience that you believe has prepared you for this position.
2. Describe your training and experience with mediation, Child Custody Recommending Counseling and/or alternative dispute resolution processes. Describe the skills or techniques you regularly use which you feel are most important in this field.
3. Describe your supervisor and/or training experience including, but not limited to: supervising, coaching, and evaluating staff members; and, assisting with/or recommending and implementing action with respect to hiring or disciplining employees.